

MISSOURI DEPARTMENT OF TRANSPORTATION BID GUIDELINES AND DOCUMENTATION

REQUEST FOR BID

It is the vendor's responsibility to read and comply with all conditions, specifications, and instructions outlined in this document. This document and any subsequent attachments shall supersede all confirmation forms, receipts, or any other paperwork needed to secure materials, equipment, or services.

TODAY'S DATE: JULY 23, 2007		BID DUE BY: AUGUST 3, 2007 @ 1:00 PM CENTRAL TIME	
Bid # D208-004-R2			
THIS BID # SHOULD BE REFERENCED ON ALL MAILING LABELS, ENVELOPES, AND ANY OTHER CORRESPONDENCE.			
District Mailing Address: Missouri Department of Transportation – District 2 General Services (Procurement) Division 902 North Missouri Street P.O. Box 8 Macon, MO. 63552		BUYER NAME: WILLIAM D. "BILL" NOYES, CPPO, CPPB PROCUREMENT AGENT PHONE NUMBER: (660)-385-8245 Sealed Bid Responses Only (no faxes accepted)	

BID PRICE SUBMISSION

MoDOT District 2 is seeking a vendor to furnish all materials and perform all labor necessary to complete "mudjacking" processes (filling voids and leveling pavement) at two box culverts in Livingston County.		
JOB SITE LOCATION #1: Eastbound lanes of US Hwy 36 approx. 1.4 miles West of the Rt 65 jct. (3.8 miles East of Rt C): An area approx. 30 ft. wide and 120 ft. long		JOB SITE LOCATION #2: Eastbound lanes of US Hwy 36 approx. 2.2 miles West of the Rt 65 jct. (3.0 miles East of Rt C): An area approx. 30 ft. wide and 60 ft. long
Pricing should be based on completing work at both job site locations listed. Vendors should submit a total bid price to encompass all costs (materials, equipment, labor, moving/setup fees) as a flat fee, based upon providing up to 10 CUYD's of material. In the event more material is required to fill the voids and level the pavement, the vendor should also submit a unit price bid, which will be used to pay for any materials exceeding the base amount of 10 CUYD's.		
BID PRICE FOR TOTAL PROJECT: \$	UNIT (LB or CUYD):	UNIT PRICE: \$
For comparison purposes, specify the conversion factor for your materials: _____ →	1 CUBIC YARD = _____ POUNDS	
EARLIEST AVAILABLE STARTING DATE:	ESTIMATED DAYS TO COMPLETE WORK:	
Award of this bid will be made on an "All Or Nothing" basis using the "lowest and best" principle of award. <u>This work requires immediate attention.</u> Therefore, starting dates and estimated days to completion may be considered in the award decision process and shall be adhered to closely.		

VENDOR NAME:

(Please enter your company name in this block)

PRE-BID MEETING NOTICE

A pre-bid meeting will be held at the Chillicothe Maintenance Building, located at 1301 Mitchell Ave in Chillicothe, Missouri 64601 (South side of Hwy 36 approximately 1 mile East of the Route 65 junction in Livingston County), on **Tuesday, July 31, 2007**, beginning at 9:00 AM. You may call the building at (660)-646-2727 for driving directions.

During this pre-bid meeting, MoDOT representatives will review the scope of work related to this RFB and will answer any questions arising from discussions with the attendees. Following the meeting, attendees will be given the opportunity to visit each of the job sites mentioned herein. Attendance at this pre-bid meeting is not mandatory, but all interested parties are welcome and encouraged to attend.

INSTRUCTIONS TO VENDORS

When responding to this Request For Bid, vendors should, in the spaces provided:

1. Enter the total project bid price (this price should include up to 10 CUYD's of material) on page 1.
2. Enter the unit your material is measured in (Cubic Yards or Pounds) on page 1.
3. Enter the bid price per unit of measure (for materials over the initial 10 CUYD's) on page 1.
4. Enter the conversion factor for your material (How many pounds in a cubic yard) on page 1.
5. Enter the earliest available starting date and the estimated number of days to complete work on page 1.
6. Enter the company name on page 1 and provide the requested vendor information on page 9.
7. Complete the Preference In Purchasing Products form on page 7.
8. Complete the Missouri Domestic Products Procurement Act form on page 8.
9. Return pages 1 through 12 or page 13 before the response deadline according to the instructions herein.

SCOPE OF WORK AND SPECIFICATION

The following information is taken from the 1985 version of the MoDOT Maintenance Manual. MoDOT personnel commonly use the methods and materials shown below. **It is anticipated that a vendor would match these processes as closely as possible. Each vendor should submit a specification list of the methods and materials used by their company to complete the required processes, if those processes differ from those shown below, so MoDOT personnel can make a fair and equal comparison of all quotations received.**

MUDJACKING SPECIFICATION # D2-8-15-85 (6.29-6.33)

General

The process of raising concrete pavement slabs and filling voids under them is commonly known as mudjacking. When done properly, mudjacking can be used to raise a concrete slab, which has settled, and to fill holes or cavities, which have formed beneath a concrete slab by pumping action of the subgrade.

Size and Location of Holes

Holes for mudjacking are generally 2 5/8" in diameter and spacing should be done by experienced personnel. Each settlement to be raised may vary and joints and cracks must be considered. A normal spacing for two lanes (24' pavement) where both lanes have settled would be to place holes approximately 6' apart and 36" in from the centerline and edges of the pavement in both lanes. Holes along both sides of the centerline should be staggered.

SCOPE OF WORK AND SPECIFICATION (CONTINUED)

If a slab is down only on one side or at only one end and only a few holes in the settled part would be needed to raise that part, it is desirable to locate the holes as if it were necessary to raise a much larger portion of the slab. When this plan is adopted, the holes that are drilled first will fit into the regular arrangement of holes in case further settlement should make it necessary to drill and pump a larger area at a later date.

Materials

Mudjacking is usually done with a mixture of selected topsoil or loam (free from stones, roots, and other foreign material), and Portland cement and water. The soil should have a low shrinkage factor and 9 sacks of cement per cubic yard of soil is to be added to reduce the percentage of shrinkage, to make it less permeable to water, and to serve as a hardening agent. Where a suitable loam or topsoil is not available, "fine blow" sand, commercial agricultural lime, mineral filler or other fine sands, have well-rounded particles may be used. If finely ground sand is used, it should contain a minimum of 90% calcium carbonate with 100% passing the #50 sieve, and not less than 60% passing the #200 sieve. The recommended proportion of cement to these other materials is 6 sacks of cement to one cubic yard of material. The amount of water will vary with the consistency desired.

Methods (Order of Pumping)

After all holes have been drilled, the next step is to raise the settled slab. In this operation, care must be taken to make sure that the slab is raised only a very small amount and not more than $\frac{1}{4}$ " at each hole at a time and that grout is applied under the settled portion in such a way that no great strain is developed at any one place.

It is not advisable to bring the portion of the slab near the middle of the dip up to the level indicated by the straight dotted line in figure 6.9A (side view). A sharp bend would then be produced at Section B and the slab would crack there. Lifting must be carried on along the dip in such a way as to give the shape shown on Line C at an intermediate stage.

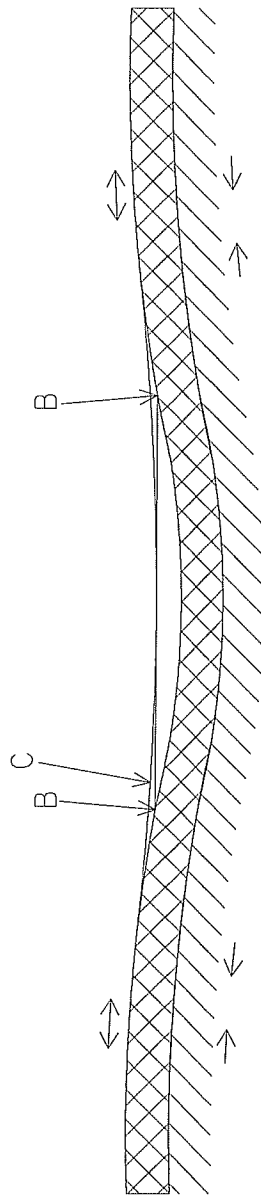
Due to many changeable factors, no definite order of pumping can be followed strictly in lifting a slab. However, good results will be obtained if a certain system is followed in a general way. For example, the condition shown in figure 6.9A could be corrected by drilling holes as shown in figure 6.9B (top view). The numbers shown indicate the order in which the holes would be used for pumping.

A maximum permissible rate of pumping is 1 cubic foot per minute for a thick mixture and about 3 cubic feet per minute for a grout of average consistency.

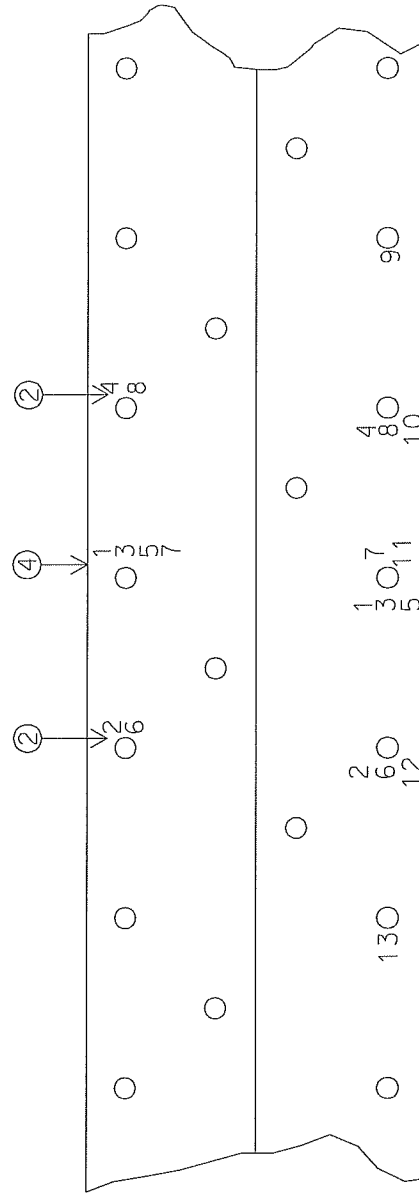
After a drill hole has been used, it must be filled with a wooden plug. The plug can be taken out easily when the hole must be used again. Care must be taken to make sure that each hole is used as often as necessary to provide proper support for the slab.

After all pumping has been completed all drill holes must be cleaned out and filled with a mortar composed of one part of cement to three parts of concrete sand by volume.

ORDER OF PUMPING FOR DIP IN PAVEMENT



A - SIDE VIEW



B - TOP VIEW

FIGURE 6.9

SPECIAL TERMS AND CONDITIONS

Traffic Control

MoDOT personnel will provide work zone and traffic control on job sites. Vendors, their employees, and/or any subcontractors must comply with all work zone and traffic safety requirements when working on state roadways and right-of-way. Workers must wear mandatory personal protective items such as steel-toed boots, orange/lime-green reflective safety vests, safety glasses, etc. as required.

Pricing Guarantee

Pricing submitted shall be valid for a minimum period of thirty (30) days subsequent to the bid closing date. Submissions offering less than thirty (30) days from the closing date for acceptance by MoDOT will be considered non-responsive.

Insurance / Certificate of Insurance Requirements

The Contractor shall purchase and maintain such insurance as will protect him from claims under workmen's compensation acts and other employee benefit acts, from claims for damages because of bodily injury, including death, and from claims for damages to property which may arise out of or result from the Contractor's operation under this Contract, whether such operations be by himself or by any Subcontractor or anyone directly or indirectly employed by any of them.

This insurance shall be written for not less than any limits of liability specified as part of this contract, or required by law, whichever is greater and shall include contractual liability insurance as applicable to the Contractor's obligations under this contract. **Unless other specified insurance limits shall be as follows:**

- 1) Workmen's Compensation: Workers Compensation Insurance, including "Occupational Disease Act" requirements, must be maintained **if** required by law.
- 2) Public Liability (includes property damage and personal injury):
 - a) Not less than **\$400,000** for any one person in a single accident or occurrence.
 - b) Not less than **\$2,500,000** for all claims arising out of a single occurrence.
- 3) Special Hazard Insurance: As required.

Within ten (10) business days of notification, the Bidder will need to provide a copy of his/her Certificate of Insurance showing coverage, in the amounts required above, prior to the issuance of any contract or initial purchase order by the Missouri Department of Transportation (MoDOT). MoDOT reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder's inability to provide this documentation will result in his/her bid being rejected. MoDOT shall be listed as a "Certificate Holder" on the Certificate of Insurance with the following mailing address:

Missouri Department of Transportation – District 2
General Services (Procurement) Division
902 North Missouri Street - P.O. Box 8
Macon, MO. 63552

Certificate of Good Standing

The Bidder must be in compliance with the laws regarding conducting business in the State of Missouri. Within ten (10) business days of notification, the Bidder will need to provide a copy of his/her Missouri Secretary of State's "Certificate of Good Standing" prior to the issuance of any contract or initial purchase order by the Missouri Department of Transportation (MoDOT). MoDOT reserves the right, at its sole discretion, to extend the date this documentation must be provided. The Bidder's inability to provide this documentation will result in his/her bid being rejected.

RsMO 34.040.6 Compliance

The Bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The Bidder should ensure they are in good standing with the Missouri Department of Revenue. Prior to award MoDOT staff will check with the Missouri Department of Revenue to ensure compliance with the

provisions of RsMO 34.040.6. If necessary a "Certificate of No Tax Due" may be requested of the successful Bidder. If such a certificate is requested, the Bidder's inability to provide this documentation will result in his/her bid being rejected.

Prevailing Wage

If the bid is accepted, the vendor will be required to comply with the prevailing wages as fixed by the Missouri Department of Labor and Industrial Relations, in effect as of the date of the issuance of the solicitation, for each affected craft and type of workmen in the following county(ies): Livingston. The General Wage Order For Highway Construction No. 50 may be inspected at any District Office or at the Central Office in Jefferson City. The Contractor shall submit notarized payroll affidavit documentation included with the project request for payment. The successful vendor must provide a lien waiver from all material suppliers.

NOTE: General Wage Order No. 50 shows an expiration date of June 30, 2007. However, the following instructions were giving on the Department of Labor and Industrial Relations website (www.dolir.mo.gov) – "General Wage Order No. 51 has been filed with the Secretary of State and is available for review. General Wage Order No. 50 remains in effect until General Wage Order No. 51 becomes final." Therefore, General Wage Order No. 50 will be used for all work completed in relation to this RFB.

Permits, Licenses and Safety Issues

The contract price shall include any necessary permits and licenses required by law incidental to the work. The Contractor will comply with local laws involving safety in the prosecution of the work.

Work Scheduling

The Contractor shall furnish the Missouri Department of Transportation with a planned schedule at least 24 hours before starting work. Notification should be during a normal business day, at least 24 hours prior to the day the Contractor desires to initiate work. It will be necessary for a representative of the Missouri Department of Transportation to be present when the work is being completed. No work will be performed during the period from 30 minutes before sundown to sunrise. No work will be performed on Saturdays, Sundays and holidays unless specifically authorized by the engineer. The first Monday in September (Labor Day) shall be construed as an official holiday under the terms of the contract:

Temporary Suspension of Work

The District Engineer or a designated representative shall have authority to suspend work wholly or in part for such period or periods as may be deemed necessary when weather or other conditions are such that in the opinion of the engineer, the work may be done at a later time with advantage to the Department or for failure on the part of the Contractor to comply with any of the provisions of the Contract. If the Department suspends the work for its own advantages and not because of the Contractor's failure to comply with the Contract, the Contractor will be allowed an equal number of calendar days after the completion date for the completion of the work. The Department may at its discretion give the Contractor an extension of time for completing the work where the Contractor incurs delays for causes beyond his control. Normal rainfall is not considered a cause qualifying for an extension of time.

Liquidated Damages

In the event the successful Contractor fails to start work within the time specified, or fails to complete the job within the time frame bid, the Department and the public will sustain damages because of such delay, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed that the **sum of one-hundred dollars (\$100.00) per day**, for each assessable calendar day on which the work has not been began or completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages. Saturdays, Sundays, holidays and days whereas the Department has suspended work shall not be assessable days.

PREFERENCE IN PURCHASING PRODUCTS

DATE: _____

The bidders attention is directed to Section 34.076 RsMO 1986 which gives preference to Missouri corporations, firms, and individuals when letting contracts or purchasing products.

Bids/Quotations received will be evaluated on the basis of this legislation.

All vendors submitting a bid/quotation must furnish ALL information requested below.

FOR CORPORATIONS:

State in which incorporated: _____

FOR OTHERS:

State of domicile: _____

FOR ALL VENDORS:

List address of Missouri offices or places of business:

THIS SECTION MUST BE COMPLETED AND SIGNED:

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BY (signature required): _____

Federal Tax I.D. #: _____ if no Federal Tax I.D. # - list Social Security #: _____

NOTE: For bid/quotation to be considered, the "Preference in Purchasing Products" form must be on file in the General Services (Procurement) Division and must be dated in the current calendar year.

MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT

The bidder's attention is directed to the Missouri Domestic Products Procurement Act, Sections 34.350 to 34.359, RsMO, which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured or produced in the United States.

Section 34.355, RsMO, requires the vendor or contractor to certify his compliance with Section 34.353 and, if applicable, Section 34.359, RsMO, at the time of bidding **and** prior to payment. Failure to comply with Section 34.353, RsMO, during the performance of the contract **and** to provide certification of compliance prior to payment will result in nonpayment for those goods or commodities.

Section 34.353.2, RsMO, specifies that it does not apply where the total contract is less than Twenty-Five Thousand Dollars (\$25,000.00). If your total bid is Twenty-Five Thousand Dollars (\$25,000.00) or more, you **must** complete this form as directed below.

Failure to complete and return this document with this bid will cause the State to presume the manufactured goods or products listed in the bid are not manufactured or produced in the United States, and the bid will be evaluated on that basis. Please read the certification appearing below on this form.

- [] If all the goods or products specified in the attached bid which the bidder proposes to supply to the State shall be manufactured or produced in the "United States" as defined in Section 34.350, RsMO, check the box at left.
- [] If only one item of any particular goods or products specified in the attached bid is manufactured or produced in the "United States" as defined in Section 34.350, RsMO, check the box at left and list the items (or item number) here:
- _____
- _____
- [] If any or all of the goods or products specified in the attached bid which the bidder proposes to supply to the State are **not** manufactured or produced in the "United States" as defined in Section 34.350, RsMO, then: (a) check the box at left; (b) list below, by item (or item number), the country other than the United States where each good or product is manufactured or produced; and (c) check the boxes to the left of the paragraphs below if applicable and list the corresponding items (or item numbers) in the spaces provided.

Item (or item number)	Location Where Item Manufactured or Produced

(attach an additional sheet if necessary)

- [] The following specified goods or products cannot be manufactured or produced in the United States in sufficient quantities or in time to meet the contract specifications. Items (or item numbers): _____
- _____
- [] The following specified goods or products must be treated as manufactured or produced in the United States, in accordance with an existing treaty, law, agreement, or regulation of the United States, including a treaty between the United States and any foreign country regarding export-import restrictions or international trade. Items (or item numbers): _____
- _____

CERTIFICATION

By submitting this document, completed as directed above, with a bid, the bidder certifies under penalty of making false declaration (Section 575.060, RsMO) that the information contained in this document is true, correct and complete, and may be relied upon by the State in determining the bidders qualifications under and in compliance with the Missouri Domestic Products Procurement Act.

The bidder's failure to complete and return this document with the bid as directed above will cause the State to presume the manufactured goods or products listed in the bid are not manufactured or produced in the United States, and the bid will be evaluated on that basis pursuant to Section 34.353.3(2), RsMO.

VENDOR NOTES

Missouri Department of Transportation purchase orders must be issued to the invoicing company/address. If the invoicing company/address will be different from that listed in the vendor information section (below), the vendor should specify the "remit to" company/address in the vendor notes section (above).

VENDOR INFORMATION

Vendor Name/Mailing Address:	Vendor Contact Information (including area codes):
	Phone #:
	Cellular #:
Email Address:	Fax #:
Printed Name and Title of Responsible Officer or Employee:	Signature:
Is your company registered/certified with the State of Missouri as a (please circle):	
MINORITY BUSINESS ENTERPRISE (MBE) ? YES NO	
WOMEN BUSINESS ENTERPRISE (WBE) ? YES NO	
Would your company like information on becoming a registered/certified MBE/WBE vendor? YES NO	

All responses to this Request For Bid should be submitted on this form and ALL pages should be returned to the Buyer listed above at the District mailing address shown. Bids should be mailed or hand-delivered. Responses by fax cannot be accepted or considered for award.

Note: If any of the "Standard Solicitation Provisions" and "General Terms and Conditions" on the following pages conflict with the requirements outlined in this Request For Bid, the RFB requirements will supersede those below.

STANDARD SOLICITATION PROVISIONS

- a. The Missouri Department of Transportation (MoDOT) reserves the right to reject any or all bids/quotes/proposals, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- b. All bids/quotes/proposals must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
- c. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown, within the State of Missouri.
- d. Time of delivery is a part of the consideration and, if not otherwise stated in the solicitation documents, must be stated in definite terms by the Bidder/Offeree and must be adhered to. If time varies on different items, the Bidder/Offeree shall so state.
- e. If providing bids/quotes/proposals for commodities, the Bidder/Offeree will state brand or make on each item. If bidding or proposing other than the make, model or brand specified, the manufacturer's name, model number or catalog number must be given.
- f. **For bids/proposals of \$25,000 or more**, no bids/proposals by telephone, telegram or telefax will be accepted. If provided, these bids/proposals should be returned in the MoDOT solicitation return envelope.
- g. If a solicitation return envelope is provided by MoDOT, the bid/quote/proposal should be returned in the envelope provided with the Bid/RFP Request Number plainly indicated thereon.
- h. The date specified for the returning of bids/quotes/proposals is a firm deadline and all bids/quotes/proposals must be received at the designated office by that time. The Department does not recognize the U.S. Mail, Railway Express Agency, Air Express, or any other organization, as its agent for purposes of accepting proposals. All proposals arriving at the designated office after the deadline specified will be rejected.

GENERAL TERMS AND CONDITIONS

General Performance

- a. This work is to be performed under the general supervision and direction of the Missouri Department of Transportation (MoDOT) and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

Deliveries

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. Material arriving after 3:00 p.m. will not be unloaded until the following workday. No material will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

Nondiscrimination

- a. The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- b. All solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of the Contractor's obligations under this contract and the Regulations, will be relative to nondiscrimination on the grounds of race, color, or national origin.
 - 1) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MoDOT shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
 - ii. cancellation, termination or suspension of the contract, in whole or in part.

Contract/Purchase Order

- a. By submitting a bid/quote/proposal, the Bidder/Offeree agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's proposal and/or submitted pricing, and (3) the MHTC's acceptance of the proposal and/or bid by purchase order.

- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized purchase order and/or notice to proceed.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

Subcontracting

- a. It is specifically understood that no portion of the material or any interest in the contract, shall be subcontracted, transferred, assigned or otherwise disposed of, except with the written consent of MoDOT. Request for permission to subcontract or otherwise dispose of any part of the work shall be in writing to MoDOT and accompanied by a showing that the organization which will perform the work is particularly experienced and equipped for such work.
- b. Consent to subcontract or otherwise dispose of any portion of the work shall not be construed to relieve the Contractor of any responsibility for the production and delivery of the contracted work and the completion of the work within the specified time.
- c. All payments for work performed by a subcontractor shall be made to the Contractor to whom the contract was awarded and the purchase order issued.

Invoicing and Payment

- a. MoDOT is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Federal Excise Tax Exemption Certificate will be furnished to the successful Bidder/Offeror upon request.
- b. Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Missouri Highways and Transportation Commission (MHTC) shall not make any advance deposits.
- d. The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the Contractor's expense.
- e. The MHTC reserves the right to purchase goods and services using the state purchasing card.

Applicable Laws and Regulations

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MoDOT a copy their current Authority Certificate from the Secretary of State of the State of Missouri.
 - 1) Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MoDOT a copy of their current Transient Employer Certificate from the Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.
- c. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- d. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.

Preferences

- a. In the evaluation of bids/quotes/proposals, preferences shall be applied in accordance with Chapter 34 RsMO. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, RsMO. 34.076 and 34.350 to 34.359, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preference shall be given when quality is equal or better and delivered price is the same or less.
 - 1) If attached, the document entitled **"PREFERENCE IN PURCHASING PRODUCTS"** must be completed and returned with the solicitation documents.
 - 2) If attached, the document entitled **"MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT"** must be completed and returned with the solicitation documents. **Applies if bid is Twenty-Five Thousand Dollars (\$25,000.00) or more**
- c. In the event of a tie of low bids, the MHTC reserves the right to establish the method to be used in determining the award

Remedies and Rights

- a. No provision in the contract shall be construed, expressly or implied a waiver by the MHTC of any existing or future right and/or remedy available by law in the event of any claim by the MHTC of the Contractor's default or breach of contract.
- b. The Contractor agrees and understands that the contract shall constitute an assignment by the Contractor to the MHTC of all rights, title and interest in and to all causes of action that the Contractor may have under the antitrust laws of the United States or State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or produced by the Contractor in the fulfillment of the contract with the MHTC.
- c. In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request MoDOT to enter into such litigation to protect the interests of the MHTC, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

Cancellation of Contract

- a. The MHTC may cancel the contract at any time for a material breach of contractual obligations or for convenience by providing the Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.
- b. If the MHTC cancels the contract for breach, the MHTC reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the MHTC deems appropriate and charge the Contractor for any additional costs incurred thereby.

Bankruptcy or Insolvency

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assigned the benefit or creditors, the Contractor must notify MoDOT immediately. Upon learning of any such actions, the MHTC reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

Inventions, Patents, and Copyrights

- a. The Contractor shall defend, protect, and hold harmless the MHTC, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the Contractor's performance or products produced under the terms of the contract.

Inspection and Acceptance

- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.

Warranty

- a. The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by MoDOT, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the MHTC's acceptance of or payment for said equipment, supplies, and/or services.

Status of Independent Contractor

- a. The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matter.

Indemnification

- a. The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligation under this Agreement.

**IF NOT SUBMITTING A BID, PLEASE COMPLETE AND RETURN
THE FOLLOWING “NO BID FORM” TO ASSIST THE
PROCUREMENT STAFF IN OUR PROCESS EVALUATIONS.**

THANK YOU

NO BID

DATE: _____

TO: Missouri Department of Transportation – District 2
General Services (Procurement) Division
902 North Missouri Street P.O. Box 8
Macon, MO. 63552
(660)-385-1707 – fax #

FROM: _____

Our company is submitting “NO BID” on RFB # _____ for the reason(s) indicated below:

- () Product or service is not available or cannot meet the required specifications
- () Other obligations – cannot make required deadline
- () The delivery point or work location is outside of our territory or coverage/service area
- () Other – Please explain below:

Company Contact Person: _____ Phone # _____

- () Please keep our name on the bidder’s list for future opportunities on this product or service.
- () Please remove our name from your bidder’s list for this product or service.

**FAILURE TO RETURN A BID OR THIS FORM MAY RESULT IN
REMOVAL FROM OUR VENDOR DATABASE FOR FUTURE OPPORTUNITIES**